

## EMERGENCY MEDICAL PROCEDURES

*(Every member of the team should carry a copy of this document)*

Note: Before start of the trip each, the Trip Lead should gather the following information:

- a) Have a list of each person's Full Name, SSN, Employer, Employee Number, DOB and Emergency Evacuation Contractor.
- b) A list of medical conditions for the team members and the names of medications being taken.

Emergency Medical Procedures for U.S. Participants:

1. Assign an escort to the patient. They will become the central focus of these procedures and should stay with the patient at all times.
2. Escort should keep a log of what is done to the patient and what medications are given, especially prior to entering a hospital/clinic (i.e. ambulance).
3. Escort (or designee) - call emergency evacuation contractor associated with the patient's organization and the DOE-Moscow office.  
(You may have to call AT&T Direct Moscow, see Other Important Numbers on Page 3)
4. Escort (or designee) – call patient's organization to notify medical emergency is taking place:

**ANL:** 630-252-2811 (aft hrs 630-252-6131)

**LLNL:** LEDO 925-447-6880

**SNL:** 505-844-4189

**BNL:** 631-344-2238

**OAK RIDGE:** 865-574-6606 or 865-574-7172

**DOE:** 202-586-8100 (Emergency Operations Center)

**PANTEX:** 806-477-5000

**LANL:** 505-667-6394 (aft hrs 505-667-6211)

**PNNL:** 509-375-2400

Medex				SOS Access	World Wide Assistance			
U.S.: 1-410-453-6330 or 1-800-527-2029 England: 44-1273-223000 China, Beijing: 10811-800-527-0218 <i>(Any number can be called collect)</i>  Tell person answering the phone there is a medical emergency. See bullets below for information to provide.				Moscow: 095-937-5760 or U.S.: 215-245-4707  Tell person answering the phone there is a medical emergency. See bullets below for information to provide.	ANL: Outside the U.S. 202-331-7635 (you can call collect) Inside the U.S. 888-226-4567 LANL: 800-368-7878( 24 hr. day) or 202-331-1596 (you can call collect) LLNL: 800-368-7878( 24 hr. day) or 202-331-1596 (you can call collect) ORNL: Outside the U.S. 202-331-7635 (you can call collect) Inside the U.S. 888-226-4567 Tell person answering the phone there is a medical emergency. See bullets below for information to provide.			
BNL	DOE	PANTEX	PNNL	SNL	ANL	LANL	LLNL	OAK RIDGE
MEDEX ID: "555" "BNL"	Group # 7028 Traveler has an individual ID #	MEDEX ID: "539"	MEDEX ID: "CHB"	Account: 01AC660	Cigna Secure Travel, Policy #ABL652339, Group #57	ID: LLL 333-LA (LANL)	ID: LLL 333-L (LLNL)	Cigna Secure Travel, Policy # Oak Ridge Group # 57

3/15/04 All information verified with involved parties.

<p><b>Be prepared to answer the following:</b></p> <ul style="list-style-type: none"> <li>• Who you are.</li> <li>• Name of the patient, age, sex, SSN and Employee #.</li> <li>• Patient's organization and ID, Account, or Policy/Group number for medical plan.</li> <li>• Phone number of hospital or clinic where the patient is located.</li> </ul>	<ul style="list-style-type: none"> <li>• The symptoms, existing medical conditions, and medications being taken.</li> <li>• Current situation.</li> <li>• Name of attending physician.</li> <li>• Phone number of attending physician.</li> </ul>
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5. Contact Appropriate Embassy.

**RUSSIA** --- MOSCOW EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain the situation)

8 Bolshoy Devyatinskiy Pereulok, (Apanius, Alexander) 121099 Moscow, Russia

Switchboard: 095-728-5000 (working hrs. 8:00am - midnight, everyday including holidays)

**Medical Unit: CALL SWITCHBOARD 095-728-5000; ask for medical unit, ext. 5087 (working hrs, 9:00am-5:30pm, Mon-Fri)**

Off-duty hours, call Marine Post # (Apanius, Alexander) 5: 095-728-5025 and a medical officer will be paged.

St. Petersburg Consulate: Ulitsa Furshtadtskaya 15, 191028 St. Petersburg, Russia

Phone: 7-812-331-2600, Fax: 7-812-331-2852 (working hrs, 9:30am-1:30pm, Mon-Fri)

After hours Emergencies (Duty Officer): 7-812-331-2600 (24 hours)

Vladivostok Consulate: Ulitsa Pushkinskaya 32, Vladivostok, Russia 690001, Phone: 7-4232-300-070, Fax: 7-4232-499-372

After hours and Emergency: 7-4232-710067(Ask for Consulate duty officer)

Yekaterinburg Consulate, Ulitsa Gogolya 15, Yekaterinburg, Russia 620075

For those travelers to S-45, S-44, C-65, C-70, SF Nikiet, Beloyarsk (NOT Tomsk, Novosibirsk, Krasnoyarsk, Vladivostok which are out of the Consular area)

Also contact the Yekaterinburg Consulate at the following numbers:

Phone: 3432-564-619, 3432-564-691, 3432-793-001 (Consular Section), Fax: 3432-564-515 (working hrs 8:30am-5:30pm, Mon-Fri)

After hours answering machine: 3432-793-001

Duty officer, after working hours and on weekends: From elsewhere in Russia: 8-902-84-16653, From the US: 0-117-902-84-16653

**BELARUS** --- MINSK EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Starovilenskaya Street, 46, Minsk 220002, Belarus

Switchboard: 375-17-210-12-83 (working hrs.8:30am-5:30pm Mon-Fri)

After hours emergency: 375-17-226-16-01

**KAZAKSTAN** --- ALMATY EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

97 Zholdasbekova, Samal-2, 16<sup>th</sup> Floor Mailroom, Almaty, Kazakhstan 480099

Switchboard: 7-3272-50-48-02, Fax: 7-3272-50-48-84 (working hrs. 9:00am- 5:00pm)

After Hours/Emergency: 7-3272-50-48-02 (and dial ) from a touch-tone phone or stay on the line from a non-touch phone)

**UKRAINE** --- KIEV EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Yuriya Kotsubinskoho 10, Kyiv 01901 Ukraine

Medical Unit: Use telephone numbers for Switchboard and Off-duty hours.

Switchboard: 38-044-490-4000, Fax: 490-4085, Consular Section: 490-4422

(working hrs. 8:00am- 6:00pm Mon-Fri. Closed Sat-Sun, U.S. and Ukrainian Holidays)

24 hour emergency calls (US citizens only): 38-044-490-4000 (after hours answered by the Marine security guard)

**UZBEKISTAN** --- TASHKENT EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Tashkent, Uzbekistan 700115, 82 Chilanzarskaya, 998-71-120-5444 or 998-71-120-5449, after hours: 998-71-120-5450, Fax: 998-71-120-5448

6. Escort - Let the hospital/clinic know that you would like an itemized bill and a copy of the patient's medical record when the patient leaves or is transferred. Don't delay a transfer while waiting for this, but if you can get them it is helpful later on during the claims process.

## OTHER IMPORTANT NUMBERS

### **RUSSIA**

Non-Moscow AT&T Direct - 8-095-755-5042

AT&T Direct Moscow 755-5042

#### **Hotels:**

Arkhangelsk: Pur-Navalok	7-818-243-6509
Ekaterinburg: Atrium Palace	7-343-259-6000
Moscow:	
Tverskaya Hotel	7-095-258-3000 (-3099 fax)
Grand Marriott Hotel	7-095-937-0000 (-0001 fax)
Radisson Hotel	7-095-941-8020 (-8000 fax)
Novotel Moscow	7-095-926-5900 (-5903 fax)
Royal Marriott	7-095-937-1000 (-1001 fax)
Ararat Park Hyatt	7-095-783-1234 (-1235 fax)
Sheraton Palace	7-095-931-9700 (-9704 fax)
Royal Marriott	7-095-937-1000 (-1001 fax)
Ararat Park Hyatt	7-095-783-1234 (-1235 fax)
Sheraton Palace	7-095-931-9700 (-9704 fax)
Renaissance	7-095-931-9000 (-9076 fax)
Murmansk: Poliarnie Zori	7-815-228-9500 (-9504 fax)
Artica Hotel:	7-815-255-7021 (-7124 fax)
Novouralsk: Green Cape Hotel	7-343-704-5521
St. Petersburg: Hotel Astoria	7-812-313-5757 (-5059 fax)
Vladivostok: Versailles Hotel	7-4232-26-4201 (-5124 fax)

### **KAZAKHSTAN**

AT&T Direct Almaty 8 (tone) 800-121-4321

#### **Hotels:**

Hyatt Hotel	327-509-234
Dostyk Hotel	327-636-555

### **UKRAINE**

AT&T Direct: 8 (tone) 100-11 (May not be available from every pay phone)

#### **Hotels:**

##### **Kharkiv:**

National Hotel	380-572-320-508
Novy-Kharkiv	380-572-456-325

##### **Kiev:**

Dnipro Hotel	380-44-228-0989
Premier Palace	380-44-244-1200 (-1204 fax)
Rus Hotel	380-44-220-5646

*(HOTEL TAKES VISA AND MASTERCARD ONLY)*

### **U.S. Embassy Office Building**

Bolshoy Devyatinskiy 8, Moscow, Russia

**DOE: Control Officer 095-728-5220 or 5202**

(Fax) 095-728-5360

#### **American Staff**

#### **Mobile Phone #**

Andrew Bieniawski	765-7446
Christine Buzzard	784-8199
Parker O Shell	991-4651
Kristin Hirsch	784-4300
Geoff Lyon	920-8250

### **Medical Facilities in Moscow**

#### **American Medical Center - Moscow**

1, Grokholsky Pereulok, 129090 Moscow, Russia

Phone: 7-095-933-7700, 933-7703, 933-7705

Fax: 7-095-933-7707

#### **European Medical Center - Moscow**

Spiridonievskiy Per. 5, Bldg. 1 Moscow, Russia

Phone : 7-095-933-6655 (24 hours)

Fax: 7-095-933-6650

#### **Sklifosovsky Institute of Emergency Medical Care**

Phone: 7-095-280-6722 (24 hours)

### **American Medical Center in Kiev**

1, Berdychivska Street, 04116 Kiev, Ukraine

Phone: 38-044-490-7600

Fax: 38-044-490-7601

#### **Odessa:**

Londonskaya Hotel 7-380-482-259-362

#### **Sevastopol: (Ask to be transferred to the Hotel)**

Sevastopol Hotel 7-380-692-543-671

Yard Hotel 7-380-692-429-851

*(HOTEL DOES NOT TAKE CREDIT CARDS)*

**TECHNOLOGY MANAGEMENT COMPANY (TMC)****TECH TRANS INTERNATIONAL, INC. (TTI)****CHANTILLY**

14900 Conference Center Drive, Suite 340  
 Chantilly, VA 20151  
 24-Hr Emergency Travel Support:  
 703-403-0725 (Cell 24-Hr)  
 Phone: 703-961-8651 Fax: 703-961-8652  
 Irina Volochkovich, Logistics Mgr., Ext. 106  
 E-Mail: irinav@tmcservices.com  
 Saida Magomedova, Backup LLNL Coordinator, Ext. 109  
 E-Mail: saidam@tmcservices.com

**MOSCOW**

Smolensky Blvd 3/5, Stroenie 1, Suite 316, 119121  
 Moscow, Russia  
 Emergency Travel Support:  
 011-7-095-761-4405 (Cell 24-Hr)  
 Phone: 011-7-095-248-3947  
 011-7-095-916-5258, 916-5257  
 Fax: 011-7-095-916-5259  
 Mike Senin, Country Director  
 E-Mail: cdr@tmcmoscow.ru Home:011-7-095-279-0497  
 Igor Goriunov, LLNL Support Person  
 E-Mail: dcd@tmcmoscow.ru Home: 011-7-095-302-2313

**ST. PETERSBURG**

St. Petersburg, Russia  
 Ludmilla Belokossova, Phone: 011-7-812-235-2004  
 Cell: 011-7-812-987-9506  
 E-Mail: lucybel@mail.wplus.net

**KIEV**

24 Voloshskaya Str., Office 17  
 04070, Kiev, Ukraine  
 Emergency Travel Support:  
 Phone: 011-380-50-330-5490 & 380-50-334-7156  
 Phone/Fax: 011-380-44-467-6249, 011-380-44-467-6259  
 Vitaly Muraviev, Country Director  
 011-380-50-330-5490 and 011-380-44-204-5490  
 E-Mail: vitaly@tmc.kiev.ua

**ALMATY**

29/6 Akademik Satpaev Ave, Business Tower, 5th Floor  
 Hayatt Regency Tower, Rahat Palace  
 480090 Almaty, Kazakhstan  
 Emergency Travel Support:  
 from U.S 011-7-327-900-3418  
 from Almaty 8-2-900-3418  
 Phone: 011-7-327-242-5255  
 Voice/Fax: 011-7-327-258-2776  
 Vladislav Gorodnichy, Country Director  
 E-Mail: vladtmc@asdc.kz Home: 011-7-327-275-3473  
 Elena Puzyrjova, Deputy Director  
 E-Mail: lenatmc@asdc.kz Home: 011-7-327-247-4377

**TASHKENT**

107B Amir Temur Street  
 Tashkent 700084, Republic of Uzbekistan  
 Emergency Travel Support: 011-998-97-103-5568  
 Phone/Fax: 011-998-71-120-7322  
 Malika Abdurazakova, Country Director  
 E-Mail: malika@tmc.ttt.uz Home: 011-998-71-255-3398

**HOUSTON**

2200 Space Park Drive, Suite 410  
 Houston, TX 77059  
 24-Hr Emergency Travel Support  
 713-502-3674 (Emergency Cell 24-Hr)  
 Jane Dee Williams, Logistics Manager  
 281-335-8000 (Office)  
 713-444-6637 (Cell 24. Hr)  
 E-Mail: jwilliams@tti-corp.com  
 Lisi Lorenz, Logistics Specialist  
 281-335-8000 (Office)  
 281-474-9295 (Home)  
 281-333-3404 (Fax)  
 E-Mail: alorenz@tti-corp.com  
 Contact U.S. Office (Emergency Cell) to advise of any flight delays or changes that effect pick-up arrival date and/or time in FSU.

**MOSCOW**

Emergency Travel Support:  
 011-7-095-746-6756  
 Marina Drach, Logistics Specialist  
 Phone: 011-7-095-280-8610 (Office)  
 Cell: 011-7-095-139-3976 (24-Hr / Use this # first)  
 Home: 011-7-095-251-9230  
 Andrew Matushenko, Logistics Assistant  
 Phone: 011-7-095-280-8610 (Office)  
 Cell: 011-7-095-102-1695 (24-Hr)  
 Home: 011-7-095-439-5729  
 Alex Krukov, Country Manager  
 Phone: 011-7-095-284-1759 (Office)  
 Cell: 011-7-095-766-9487 (24-Hr)  
 Home: 011-7-095-719-9197  
 Dacha: 011-7-095-996-9735  
 Email: krukovalex@online.ru

**NOTE FOR BOTH TMC & TTI:**

**For in-country travel changes or additional assistance during emergencies, call Office and/or Cell Telephone numbers. Call Home numbers only as a last resort. Point of contact speaks English, but family members may speak only Russian.**

**TRAVELERS**

Name	SSN and DOB	Employer	Employee Number (if applicable)	Emergency Evacuation Contractor and Phone # (if not listed above)	Medical Conditions/Medication